



**North Carolina
Department of Environment
and Natural Resources**

**Operating
PROCEDURES**

Section: Purchase and Services

Subject: Surplus

Approved By: DENR Secretary

**Eff. Date: 1991
Revised: 2005
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PROCEDURES:

- The following outlines the Department of Environment and Natural Resources procedures:

Surplus Equipment:

In order to have items surplused, the division's Surplus Coordinator must have training on the State Surplus Property online system. After training you must complete a USER ID Worksheet and you will be given a login ID and password by DENR Surplus System Administrator. You may obtain a USER ID Worksheet from the System Administrator @ 715-3875 or DENR Web Page, Forms section.

After entering all items on the State Surplus System, you must submit to your division Reviewer for processing.

COMPUTER SURPLUS EQUIPMENT:

Surplus computer property will be processed according to these steps:

1. DENR divisions will enter surplus computer property capable of storing data on electronic storage media (i.e. computer CPU, server, laptop, PDA, etc.) on a surplus document in the State Surplus system separated from all other computer property (i.e. monitors, keyboards, printers, etc.) and place the following sentence in the comment field of the surplus document; **'Electronic data are permanently removed authorized by (YOURNAMEHERE)'**.
2. DENR divisions shall maintain a log of all surplus computer property from which they degaussed or permanently removed electronic data. Each division must retain a copy of each completed log. A copy of the log must be provided to the DENR ITS Division before the surplus computer property is released to State Surplus System. Each log will contain the following information:
 - Current date and Division Code
 - Serial number and asset tag number
 - Name of division Surplus Coordinator responsible for processing Log
 - Name of the individual who degaussed, removed or permanently destroyed all electronic data from the surplus computer property.
 - Date electronic data degaussed, removed or permanently destroyed from the electronic storage media.
3. DENR divisions will submit all State Surplus System documents with computer property for review to the DENR ITS Solution Center through the State Surplus web based system.
4. DENR divisions will release all surplus computer property to the State Surplus System in usual manner **ONLY** after Designated Information Technology Service staff completes the review and verification Steps.
5. DENR divisions will secure and store surplus computer property until the established date it is to be turned over to the State Surplus System.
6. DENR divisions with remote business units will notify the DENR ITS Solution Center of the date and time surplus computer property will be delivered to the State Surplus Computer warehouse, to allow verification that all electronic storage media have been degaussed or all electronic data permanently removed.
7. DENR divisions will ensure all business units process surplus computer property in compliance to these procedures.

DENR division surplus coordinators must now enter the following statement, for all hardware with electronic media, in the Surplus Equipment System note field: "Electronic data are permanently removed." Authorized by: "DivisionRepName", Performed by: "techstaffname". "DivisionRepName is the responsible person from your division with authority to approve equipment surplus. "techstaffname" represents the name of the staff person who wiped the data or removed and/or destroyed the disk drive.

When Purchase and Services reviews the division surplus request they will verify the above statement is present in the note field for all computers submitted for surplus. If the note field does not include the above statement, the equipment will be rejected.

PLEASE PRINT A COPY TO HAVE SIGNED BY STATE SURPLUS WHEN ITEMS ARE PICKED-UP.

Once your items have been reviewed, they are submitted to Tyrone Byrd for approval and forwarded to State Surplus.

State Surplus Property, Department of Administration:

State Surplus will generate labels for all your items and send them to you to place on the surplus items. After all items are labeled and ready for pick-up, you must call State Surplus @ 854-2242 and they will schedule your pick-up. Have your copy of the list of Surplus items signed by State Surplus when picked up. This is your record that State Surplus has the items. You must send the signed copy to David Pauley, Controllers Office, 1606 Mail Service Center, Raleigh, NC 27699-1606

Federal Surplus Property:

Divisions surplusing items should insure that the item was not purchased with Federal monies and is not considered Federal Surplus property.
